



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE
MANUAL TRANSMITTAL SHEET

Release 1-330

Date

August 20, 2004

Subject

1112-1 – Safety and Health Management (Chapter 14)
Heavy Equipment Training and Qualifications Policy

1. Explanation of Material Transmitted:
This Manual Release Supplement Transmits a new supplement to the BLM Safety and Health Management Handbook.
2. Reports Required: None
3. Materials Superseded: None
4. Filing Instructions: File as directed below.

REMOVE:
None

INSERT:
Insert at end of Chapter 14
With Illustrations.

Signed by
Chris S. North
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

H-1112-1 SAFETY AND HEALTH MANAGEMENT

**Safety and Health Program
Heavy Equipment Training and Qualification Policy**

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE**

**Robert Duncan Plaza Building
333 SW ^{1st} Avenue
Portland, Oregon 97204**



**SAFETY AND HEALTH PROGRAM
HEAVY EQUIPMENT
TRAINING AND QUALIFICATION POLICY**

**OR/WA Supplement to BLM Manual Handbook H-1112-1
Safety and Health Management**

**AUGUST 2004
Oregon State Office**

H-1112-1 SAFETY AND HEALTH MANAGEMENT

14.1 Purpose

The Bureau of Land Management (BLM) maintains many miles of roads throughout Oregon and Washington. The agency requires certain employees to operate various types of heavy equipment to accomplish road maintenance work on BLM lands. When equipment is used properly by trained and qualified employees, work assignments are completed efficiently and safely. To ensure the safe operation of all types of heavy equipment, specialized training is provided to employees assigned road maintenance work. The application of safe operating procedures is required.

14.2 Policy

All employees who operate heavy equipment must demonstrate the required knowledge and specific performance skills for each type of equipment. No employee will be allowed to operate any type of heavy equipment unless properly trained.¹ Following training and successful demonstration of skills, supervisory authorization is required. (Reference *Oregon Form 1112-28 Authorization for Heavy Equipment Operation*.) The following procedures outline training and qualification requirements.

14.3 Training and Qualifications

A. New Operator Orientation

New employees (operators) must complete an orientation program which includes, but is not limited to the following:

- A general overview of the safety program to include understanding of management and employee responsibilities
- Review of completed Risk Assessments (RAs) associated with assigned duties
- A review of training requirements and cautionary notes regarding equipment operation
- Use and care of Personal Protective Equipment (PPE) as required [e.g., boots, gloves, rain gear, hard hats, hearing protection, eye and face protection]
- Review of hazardous working conditions [e.g., weather, terrain challenges, traffic issues, communication requirements, etc.]

¹ Unqualified employees may not operate any truck over 26,000 GVW, tow a vehicle with GVW rating greater than 10,000 pounds, operate any mobile engineering equipment, haul hazardous material requiring vehicle placards, operate a vehicle designed to transport mobile equipment, or, operate a vehicle designed to transport fifteen (15) or more individuals, including the driver.

H-1112-1 SAFETY AND HEALTH MANAGEMENT

B. Operator in Training Qualifications

Employees in training to operate heavy equipment (see *Footnote 1*) must be thoroughly trained and meet the following qualification standards.

- Receive adequate instruction and demonstrate competency specific to each equipment type
- Become familiar with the operating instructions specific to each vehicle/equipment type
- Be at least 21 years old²
- Hold written supervisory authorization to operate each type of equipment (specifically in a supervised training status)
- Possess a valid Commercial Driver License (CDL), if required for equipment type
- Complete a “knowledge test” (reviewed by the supervisor)
- Develop/review of completed risk assessments per assigned duties

The knowledge test for Operators in Training noted above will determine if the employee has reviewed the Operator Manual for the equipment and understands the general hazards associated with the operation and maintenance of the equipment. The test is intended as a training tool rather than a comprehensive examination. Supervisory review is critical.

C. Current Operators

Employees who currently operate various types of heavy equipment (journeyman level) are required to meet the following standards.

- Complete the knowledge tests in the training packages (dependent upon type[s] of equipment)
- Operate all equipment in a safe manner in accordance with the manufacturer recommendations and as required by the specific Risk Assessment³
- Perform an initial daily inspection of the equipment (prior to daily operation)
- Report, to the supervisor, any recognized defects that may affect the safe operation of the equipment⁴
- Hold written supervisory authorization to operate each type of equipment

14.4 Responsibilities

Each District Manager will designate a trainer/tester for each type of equipment. Districts may utilize trainers from other districts or provide training through an outside consultant. Only qualified, competent truck drivers and equipment operators will be designated as “operator/trainers.”

Supervisors must ensure that each employee is specifically trained to operate the type of equipment used in

² Department Manual Part 485 Safety and Occupational Health Program

³ Operators must ensure that equipment is under control at all times.

⁴ Equipment deemed unsafe or questionable must not be operated prior to a thorough maintenance check and/or repair

H-1112-1 SAFETY AND HEALTH MANAGEMENT

work assignments. Training procedures include pre-work assignments, a general knowledge test(s), and satisfactory demonstration of operational skills. Supervisors are required to review all training materials and knowledge test results with the employee and sign a written authorization for each employee for the type of heavy equipment used in performing work.

14.5 Operation of Rental Equipment (Heavy Equipment)

On occasion, the Bureau must rent various types of heavy equipment to accomplish road maintenance work. The rental of equipment has been shown to be a cost effective method in accomplishing work without a large capital expense to purchase equipment that may be used only on an irregular basis.

The use of rental equipment presents additional risks and thus requires close supervisory oversight. To minimize these risks, it is important those supervisors:

- Not accept any piece of rental heavy equipment unless an *operator manual* is provided
- Ensure that the equipment will be operated only by trained and qualified operators (employees) and that these operators will consistently wear the seat belt (when provided) during operation
- Complete a risk assessment (RA) for all operations requiring the use of rental equipment (heavy equipment)

14.6 Record Keeping and Documentation

All documents related to the training and qualification of employees (general knowledge test, verbal Q&A, for Sections 1 and 3, and the qualification requirements form) for operation of heavy equipment must be completed and maintained in a permanent file.^{5 6}

The Engineering Equipment Operator Qualification Requirements Record must be maintained for all operators/trainees for *each* type of equipment used on the job. Each section contains a record form. The operator/trainer is responsible to complete the required information on the record and indicate the type and amount of training received. The *Remarks* section may be used to denote training progress, ability level, and/or skills needs. All records must be maintained throughout the operator's employment.

Following completion of all training requirements, the Authorization for Heavy Equipment Operation OR-1112-28 (August 2004) is completed and is signed by the supervisor. Copies are retained by the supervisor and the employee. The official (original) form is filed in the employee's Official Personnel File (OPF). This form may be accessed in the Oregon Forms website at <http://web.or.blm.gov/records/forms/OregonFormsRegister-html.htm>

Sections I – IX of the Heavy Equipment Training and Qualification Procedures and the authorization form are available at the following website: http://web.or.blm.gov/road_maintenance.htm.

⁵ Employees may retest as necessary to master required skills and demonstrate competency.

⁶ Copies of all records are provided to the employee for future reference.

H-1112-1 SAFETY AND HEALTH MANAGEMENT

Authorization for Heavy Equipment Operation – *Example Only*

Applicant Name (First, M. Last)				Applicant Job Title		Occupational Series Code & Pay Plan Grade (i.e., Forester, GS-0460- 9)	
Sex	Date of Birth (mm/dd/yyyy)	Color of hair	Color of eyes	Height In Inches	Weight In Pounds	Social Security Number	
District Date of Hire		AUTHORIZED TO OPERATE THE FOLLOWING TYPES OF HEAVY EQUIPMENT:					
Employment Status (circle one) P-Permanent; TERM-Term; TEMP-Temporary; PPT-Permanent-part-time; CS-Career Seasonal; V-Volunteer							
Current Driver License Information							
State	License Number	Date Issued	Date Expires	Do You Have A Commercial Driver License (CDL)? (circle one) Yes No		CDL Physical – Expiration Date	
License Endorsements (i.e., M, N)	License Restrictions (i.e., D, Glasses)	Class of State License	Is your current state license valid? (circle one) Yes No		State Of Previous License – if different from current (past three years only)		

Applicant - Please Read!

Severe penalties are provided for unofficial use of Government-owned or leased vehicles by 31 U.S.C. 638 a(c) (2) as follows:

“...Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned motor vehicle, [equipment], or aircraft, for other than official purposes or otherwise violates the provisions of this paragraph shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.”

The term “official purposes” does not include the transportation of officers and employees between their domiciles and places of employment except in cases of officers and employees engaged in field work the character of whose duties makes such transportation necessary - And such transportation has been approved by officials authorized to do so.

Heavy Equipment Operator Affidavit

I hereby certify that I will comply with the rules and regulations governing the use of Government-owned or leased heavy equipment.

Signature of Applicant	Date
------------------------	------

Supervisor Authorization

The above-named applicant is authorized to operate the Government-owned or leased heavy equipment listed below. The applicant must have a valid *State Driver License* and an official *Government Identification Card* in possession at all times. **Note:** Employees who operate heavy equipment must have a current **Authorization to Drive Form (OR-1520-5)** on file verifying completion of a Defensive Driver Training course.

AUTHORIZED TO OPERATE THE FOLLOWING TYPES OF HEAVY EQUIPMENT:		
Restrictions (if any)		
Signature of Supervisor	Title District/RA	Date

Privacy Act Statement

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The sole use of this information is by your employing office for the purpose of verifying that you possess a valid state driver's license. Executive Order 9397 authorizes collection of this information. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in your not being authorized to operate a vehicle in the performance of your job. If your agency uses the information furnished on this form for purpose other than these indicated above, it may provide you with an additional statement reflecting those purposes.

OR-1112-28 (August 2004)